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GRADUATE SCHOOL CONTINUING EDUCATION FOR THE FEDERAL COMMUNITY

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OCT 5 - 1967

August 15, 1967

CALENDAR OF EVENTS

CURRENT SERIAL RECORDS

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| August 29 | Faculty Orientation Luncheon, Room 6956, South Agriculture Building |
| September 3-9 (inclusive) | Adult Education Week in Greater Washington |
| September 5 | Faculty Orientation Luncheon, Room 6962, South Agriculture Building |
| September 6 | Faculty Orientation Dinner Dinner in 4th Wing Cafeteria followed by a program in Room 1415, South Agriculture Building |
| September 8 | Annual Faculty Dinner at the State Department—Secretaries Orville L. Freeman and John W. Gardner will speak. |
| September 9-16 | Fall Registration, Evening Program |

NEW CATALOG LISTS 50 NEW COURSES

The 1967-68 Catalog and Schedule of Evening Courses are available, and have been mailed to all faculty and committee members. Nearly 50 new courses are among the offerings for fall. They include courses in linguistics, human factors in systems design, congressional liaison, urban problems, area studies, naval architecture, architectural graphics, and motion picture appreciation.

NEW LAW COURSE

We would like to call your attention to a new course, organized too late to be included in the Catalog—LAW FOR THE GOVERNMENT MANAGER, to be given

this fall by Elmer Mostow and Simon Trevas. Designed for those in GS-9 grade and above, the course will give the government manager a critical overview of the legal principles applicable to the management of the Federal establishment. Included will be a review of legal aspects of the budget process, the expenditures of funds, procurement of property and services, and employment of personnel. Freedoms and limitations on the exercise of management functions will be covered.

SPACE MANAGEMENT

A new daytime seminar, Space Management, will be launched this fall. The first course will be given September 13-15 (three days), from 9:30 a.m. to 4:30 p.m., in the Graduate School offices in the National Press Building, 14th and F Streets. The fee will be \$115. Mackey White, who for 24 years was responsible for real estate and space management in the USDA, will be the instructor. He says, "Participants should complete the course with detailed knowledge of the many related problems to be encountered in managing space."

NEW PROFESSIONAL SEMINARS SCORE HIT

Eight new professional seminars were conducted this spring. A recurrent theme in the participants' evaluations was: "The best course I've taken in Government."

The Seminar for Women Executives (now renamed Seminar for Professional Women) was especially well received. Twenty-five women in executive and managerial positions spent three days gaining new insights about themselves and about the problems of executive women. Helen Dudley, of Training and Development OSCSPER, Department of Army, conducted the seminar.

Another three-day seminar, conducted by Bob Stockment, Chief of Training at Small Business Administration, was on Performance Standards and Program Objectives. Bob's primary theme was that performance standards must be used as a developmental tool as well as an appraisal and progress measuring device.

Also in the three-day format was the Seminar for Government Economists, conducted by Dr. Jack W. Carlson, Senior Staff Economist, President's Council of Economic Advisors.

Dr. Charles F. Austin, Associate Professor of Organizational Behavior and Business Administration at American University (effective this fall) conducted a five-day seminar, Human Factors in Organizations. His resource people included Dr. Robert F. Pearse, CBA, Boston University, and Dr. Maxwell Maltz, M.D., F.I.C.S., author of the current best-seller, Psycho-Cybernetics.

Ten Professional seminars have been incorporated in the 1967-68 Special Programs catalog, and will be offered at least twice during the coming year.

SUMMER REGISTRATIONS ARE RECORD

Course registrations this summer (Evening Program) hit an all-time high—1,850, as compared with last year's 1,560.

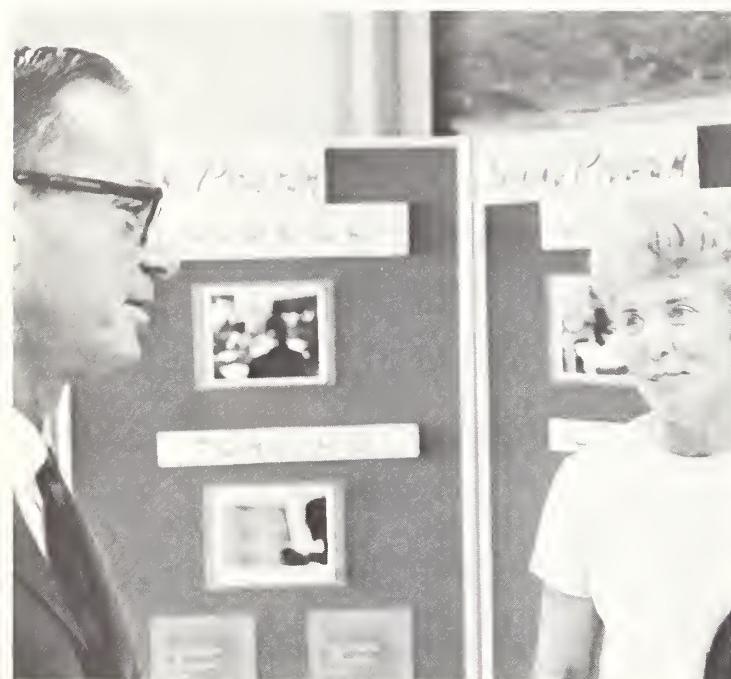
TRAINING OFFICERS' LUNCHEON

Our annual luncheon for training officers from the many agencies of Government this year featured a buffet style "picnic" and, in place of a speaker or speakers, we had "booths" representing the four Graduate School Programs--the Resident Evening Program, Special Program, Correspondence Program, and Publications and Press. The event was held August 1.

At the "booths" training officers could pick up literature describing the various offerings and talk to Graduate School representatives about their particular needs.

The turnout was good--and the training officers displayed a lively interest in Graduate School programs, as the pictures on this and the following page will attest.







SATURDAY MORNING ADP CLASSES

This past spring 427 students enrolled in 22 courses in the Computer Sciences. These classes were conducted on Saturday mornings, from 8 a.m. to noon, over a 10-week period.

The consensus of students and instructors was that Saturday morning classes have great merit. Participants are fresh and alert in the morning--and the classes did not interfere with their regular duties.

This fall 54 courses will be offered on Saturday mornings. They will begin on September 30.

Nominations are due September 1. Contact Dr. Frank Kendrick, Code 111, Extension 3247, or DU8-3247, for more information.

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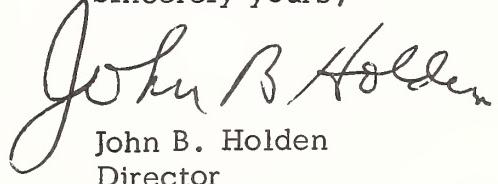
FACULTY NOTES

Robert Stockment, Chief of the Training Division of the Small Business Administration, has received SBA's Special Medal for Meritorious Service. Mr. Stockment serves on the Special Program committee on Public Administration, General Management and Supervision. He also teaches a daytime seminar, "Performance Standards and Program Objectives. He formerly was Head of Training for USDA's Agricultural Research Service.

Donald R. Baker, a teacher of hydrology in both the Correspondence Program and the Resident Evening Program, has been awarded a grant by the Environmental Science Services Administration (ESSA), U.S. Department of Commerce, to do graduate study at Stanford University. Mr. Baker is Chief of the Research Branch of the Office of Hydrology in ESSA's Weather Bureau. He will leave this month for Stanford, where he will work toward a master's degree in hydrology.

F. Wilfrid Lancaster, who teaches a course in Elements of Information Retrieval, will present a paper on that subject at the First International Conference on Mechanized Information Storage and Retrieval Systems, to be held in Cranfield, England, August 29-31. Mr. Lancaster is Information Systems Evaluator at the National Library of Medicine, of HEW's Public Health Service.

Sincerely yours,


John B. Holden
Director

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